SAP® archiving of data & documents - easy, affordable and safe

How does the SAP archiving of data & documents work?

1. The following scenarios for incoming documents are supported by the SAP archive software biz²Archiver:
   - Filing for later capture ("early archiving")
   - Filing and capture
   - Filing for later allocation
   - Filing and allocating
   - Allocating and filing
   - Early filing with barcode
   - Late filing without barcode.

2. Archiving of outgoing documents in the archive software biz²Archiver:
   - All documents that have been created in SAP can also be archived.
   - The creation of an electronic copy is omitted since the data is directly transferred into the PDF format with a scanner
   - The internal filing of a paper document is omitted.

3. Archiving of print lists in the archive software biz²Archiver:
   - Print lists can be archived in addition or instead of a print out
   - Basically all print lists can be archived
   - Creating archived print list you can: Invoke hyperlinks. Later these can be clicked by the user and directly refer to an original document. Create attributes for an attribute search. These are archived parallel to the print list.
   - In print lists information about SAP data is displayed in compressed form. Archived print lists can be comfortably processed with full-text search or attribute search.

4. By using the SAP data archiving (ADK-Archive Development Kit) data from the SAP database can be archived and removed consistently.

5. SAP-GUI user interface:
   - Since the biz²Archiver is fully integrated in the SAP system, the user solely works with the masks of the GUI familiar to him
   - There are no media disruptions to other applications
   - The only exception is the biz²Viewer which, however, can easily be learnt with the clearly arranged functions. The viewer can be displayed inside the Internet Explorer or inside a separately started SAP GUI
   - Further knowledge about additional programs outside SAP is not necessary
   - A document cannot be researched and displayed outside SAP - which is another important factor for the data security.

6. Security against data loss:
   - The data is burnt on optical media for example (e.g. CD-ROM or WORM). An additional backup of the media is possible
   - The internal SAP archive database is in the worst-case completely reconstructible from the written media!
   - The archiving is independent from the SAP release.

7. Security against data manipulation:
   - The media are written in one process and "closed". The data is no longer modifiable. If necessary, the biz²CryptoServers can be used
   - If no permanent archiving (in the sense of filing) is necessary, the data can also be written on hard-disk. By means of settings in the biz²Archiver administration such data can also be filed modifiable meaning also deletable if necessary.

8. Protection against unauthorized access to data:
   - The authorization concept of SAP takes complete effect
   - No access outside the SAP system can be initiated, this means an external query via the HTTP(S)-interface is rejected with a security error
   - The security is guaranteed by a security key in the URL of the archive query which can only be generated in the SAP system announced in advance
   - The URL with security key becomes invalid after a definable period of time.

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Your benefits regarding SAP archiving of data & documents:

**Faster:**
- Direct access to archived documents from inside SAP
- Possibility of target-oriented implementation of local, secured shares when accessing files in the “LAN” in distributed locations
- Expandability for the visualization of object dependencies and their documents

**Better:**
- Audit-security and compliance with the law (GoBD), expandable up to a fully-encrypted system
- High degree of automation when creating/allocationg the documents to the corresponding SAP objects
- Exclusive use of the SAP standards (protocols, communication)
- No additional management level/ functions in the archive
- Independent recovery of archives is possible out of media.

**Cheaper:**
- inPuncto archive (biz²Archiver) can be used for all archiving scenarios, of SAP modules like FI, CO, MM, etc. – only one licenses necessary
- No user-based license policy
- No user administration/authorizations necessary
- Small cost for the training of users (due to familiar SAP-GUI surface)

**Which modules / configuration?**
- biz²Archiver (archive for SAP)
- biz²Viewer (document viewer for SAP)
- optional biz²CrypoServer (data encryption software for SAP)

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